

CAAL 2016-2017 Presidential Volunteer Services Award Guideline

The Chinese American Association of Lexington (CAAL) is proud to sponsor qualified individuals for the Presidential Volunteer Service Award (PVSA). The PVSA recognizes United States citizens and lawfully admitted, permanent residents of the United States who have performed the required number of hours of community service over a 12-month time period, or cumulative hours over the course of a lifetime.

CAAL is a non-profit organization whose mission is to represent Chinese-American interests in important town-wide activities especially, but not limited to, cultural and public school education, local issues, and diversity; to provide members with opportunities for involvement in the Lexington community through volunteerism, networking, and social events.

CAAL, as a 501(c)3 non-profit organization, has taken the opportunity to partner with the PVSA, the premier volunteer awards program, and to encourage “citizens to live a life of service through Presidential gratitude and national recognition.” To learn more about this award, please visit the website at <http://www.presidentialserviceaward.gov/>

The awards are offered in multiple levels and designed to recognize various milestones of your service achievement. Four different levels include bronze, silver, gold, and the highest honor, the President’s Lifetime Achievement Award, for those who contribute more than 4,000 hours of service in their lifetime. Refer to the chart below for specific award requirements by category.

Hours by Award	Bronze	Silver	Gold
Kids (5-10)	26 – 49	50 – 74	75 +
Teens (11–15)	50 – 74	75 – 99	100 +
Young Adults (16-25)	100 – 174	175 – 249	250 +
Adults (26 and older)	100 – 249	250 – 499	500+
Families and Groups*	200 – 499	500 – 999	1,000+
President’s Lifetime Achievement Award: Individuals who have completed 4,000 or more hours in their lifetime			
* Two or more people, with each member contributing at least 25 hours toward the total			

Qualifying community service hours must have been performed during the 12 months between September 1, 2016 and August 31, 2017. Attached are two forms (Form A and Form B) that are required to apply for the 2016-17 PVSA. Download the forms, read the instructions care-fully, and fill them out clearly and completely.

Form A is used to document the events and service hours performed for a specific organization. Note that an individual *may need to submit more than one Form A*; feel free to photo-

copy the form as needed. Each completed form will document the volunteer hours performed for a single organization and needs to be signed by the Director of the respective organization. The cumulative hours documented must meet the minimum number of hours required for the award applied for, using the chart above.

Form B needs to be filled out for the TOTAL credit hours (CAAL and other organizations). The certification and signature section at the bottom of the form is reserved for CAAL use. *Community service hours recorded for any other program may not be double-counted (i.e. used again) for the PVSA program.*

For CAAL's 2016-17 PVSA award cycle, *at least 25% of a qualified individual's minimum volunteer hours, required for a designated award, must be performed at CAAL sponsored or sanctioned events* during the 12-month period. The required percentage of volunteer hours performed at CAAL-related events will increase in future years. Hours documented for all CAAL-related events and activities can be submitted on the original form approved when the hours were completed and must have been approved by the CAAL Community Service Co-Chairs or the designated CAAL representative.

Qualifying community service hours must have been performed during the 12 months between September 1, 2016 and August 31, 2017. Your application packet, including completed Forms A and B, should be e-mailed to PVSA@caal-ma.org, no later than October 1, 2017. Please send a \$25 processing fee to CAAL either by PayPal (pay to payment@caal-ma.org) or by check mailed to PO Box 453, Lexington, MA 02420. *Please be sure to write "PVSA Application Fee" on the memo line.*

CAAL will review all applications received by the deadline and seek clarification, as needed, from the applicant or relevant individual(s). All decisions made by CAAL PVSA review committee (no relative to PVSA applications) and awards are at the sole discretion of CAAL and are deemed to be final. **CAAL reserves the right to limit the number of awards granted in any given year, based on the number of applications, qualifications, seniority in school, or any other factors.**

The Presidential Volunteer Service Award is a prestigious and powerful means for CAAL to encourage members and residents to "give back" to the Lexington community. We look forward to working with applicants, helping them achieve Presidential recognition and distinction for their volunteer community service efforts. Good luck. Please e-mail any questions to CAAL at PVSA@caal-ma.org.

Sincerely,

CAAL Community Service PVSA Committee